

JOB OPPORTUNITY

Job Opportunity Bulletin: #06-230
Final Filing Date: 06/22/07 or Until Filled

Position:	Salary:	Location:
Office Technician (Typing)	\$2,598 - \$3,157	Office of Statewide Health Planning & Development Facilities Development Division 700 North Alameda Street, Suite 2-500 Los Angeles, CA. 90012

General Statement: Under the supervision of the Deputy Division Chief, Southern California, and with lead direction from the Executive Secretary I, the Office Technician (OT) serves as the Southern California Office receptionist, assists with the Division's computer activities and provides general clerical support to office managers and staff.

Duties:

- Serve as the Southern California Office Receptionist. Answer and direct incoming telephone calls; take messages, type and route them via electronic mail and/or in writing.
- Greet clients and notify staff of their arrival, open, stamp and distribute incoming mail and retrieve and distribute faxes.
- Compile type and maintain weekly itinerary for Southern California Office.
- Input data into the Logbook System database and various other Division databases.
- Photocopy, distribute, input and file various forms and related documents and information.
- Prepare and send outgoing mail; process and distribute inter-office mail; mail and/or ship (UPS, FEDEX, GSO, etc.) construction plans and other outgoing documents to addressees.
- Serve as the Liaison between the Southern California office and the Division's Training Coordinator.
- Develop and conduct end-user training for automated office software applications and hardware device for new and existing employees.
- Serve as the Liaison to the Division staff responsible for software, hardware and Treo/PDA and cell phone device procurement

Desirable Qualifications:

- Good working knowledge of personal computers, including Microsoft Office Suite to include Word, Excel, Power Point, and Access.
- Must be dependable, punctual, and possess good attendance habits.
- Excellent spelling, grammar, filing, and organization skills.
- Ability to handle multiple priorities and deadlines.
- Ability to communicate tactfully and effectively and work cooperatively with others.
- Sound judgment and discretion in communicating with management staff, support staff, and the public.

Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Appointment is subject to SROA/surplus policies. Only the most qualified individuals will be selected for an interview.

OSHDP

OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

1600 Ninth Street, Suite 450

Sacramento, CA 95814

— An Equal Opportunity Employer

Interested individuals should submit a resume and a standard State application, Form #678 to:

OSHDP - Facilities Development Division

Attention: FDD Personnel (**Job #06-230**)

1600 Ninth Street, Room 420

Sacramento, CA 95814

For more information contact Suzy Rucobo at (213) 620-2393.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

